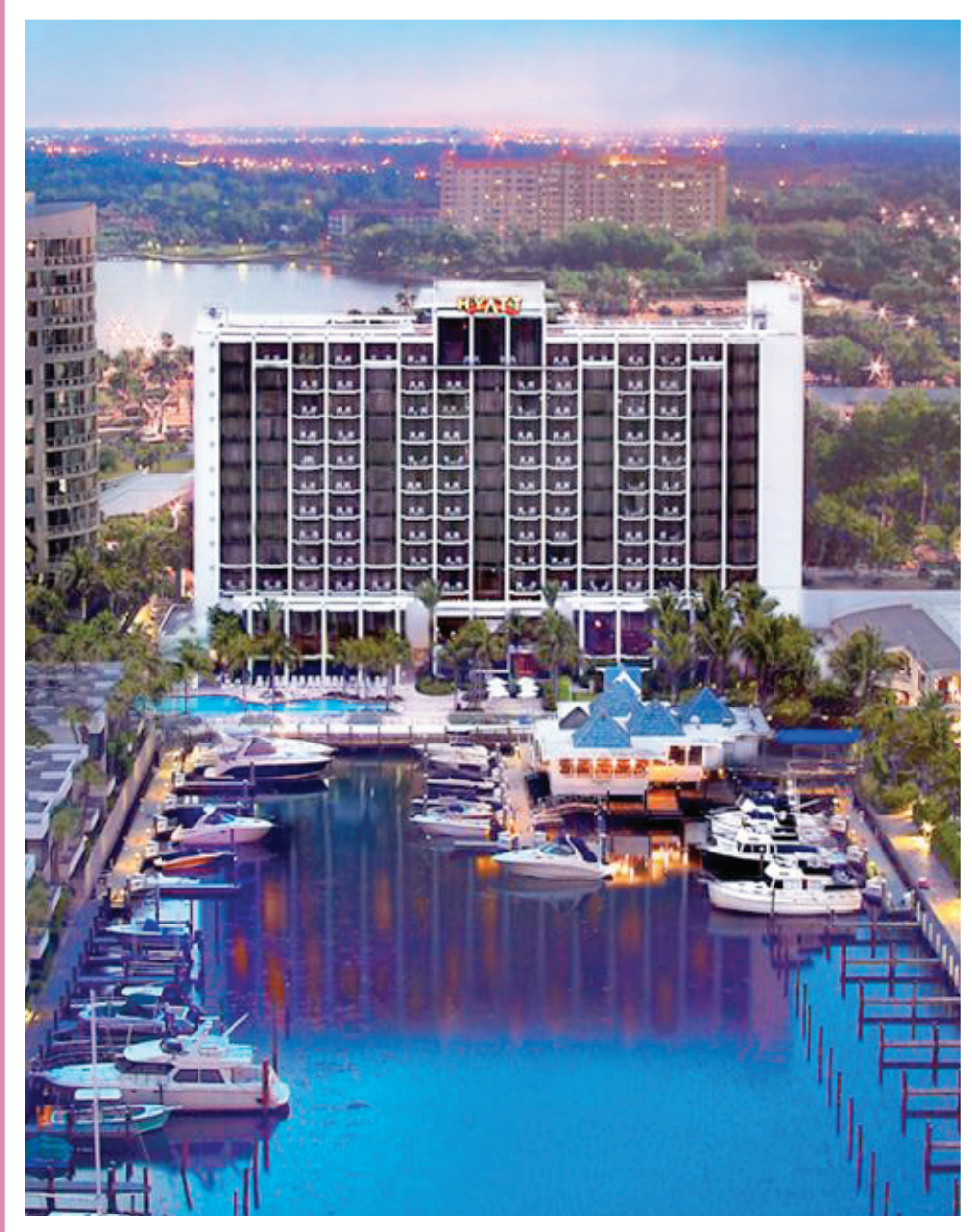




# FCRA *Online*

OFFICIAL PUBLICATION OF THE FLORIDA COURT REPORTERS ASSOCIATION FEBRUARY/MARCH/APRIL 2008



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# Message from the President

By Wesley Thomas Hughes, RDR, CRR, FPR  
2007-2008 President



## 2008 is the Year for Goal Setting and Accomplishment!

Happy New Year to everyone. Of course, the first thing we think of on January 1st are our resolutions for the coming year. Let me suggest some resolutions that you might want to consider: One, I will pass my RPR, my RMR, my CRR, my RDR, or whatever test you are striving for. Two, I will give back to the reporting profession either by volunteering for a committee, serving as a proctor for the NCRA tests or whatever you feel you can volunteer for. Three, start providing realtime to your clients. It is a wonderful marketing tool, not to mention the tremendous advantage it gives you as a working reporter. I'm sure you can come up with some of your own as well.

It seems like yesterday that I was sworn in as President of FCRA. Three months have passed since then, so I want to inform you of some of the steps we have taken to achieve my goals for the 2007/2008 year.

Jennifer Gaul and I attended NCRA's Leadership Conference in Washington, DC, in November. We arrived early on Thursday, so we were able to attend NCRA's Board of Directors' meeting. I found it extremely informative to watch at the national level how they conduct their meetings. All of the seminars were so helpful to the state leaders in attendance. Soni Diamond was one particular speaker who I found to be dynamic and powerful in her seminar concerning positive and professional communication, both internally and externally, so we are contemplating having her present a seminar at one of our upcoming conferences as well. Watch for her. I promise you that it will be one that you won't want to miss.

In February, Sandy Narup, Susan Wasilewski and I will be attending NCRA's Boot Camp in Washington, DC. For those of you who don't know what that is, it is a weekend full of seminars on how to communicate and accomplish support from state and national legislators and then a trip to Capitol Hill. We are looking forward to that.

As I said in September during my President's acceptance speech, membership is so important to our survival as

an association. We must increase our membership. I have been communicating with Rick Levy, Chairman of the FCRA Membership Committee, in planning our first membership exchange for the year. It will be held in South Florida. We will let you know more about it in an e-flash.

FCRA's Florida Professional Reporter Certification (FPR) is still going strong. At this time, we have 400+ FPRs in the State of Florida. I will tell you that every reporter who I have talked to who has taken the FPR said it is one of the most valuable tools that they have received as a working reporter in Florida. I urge you to attain your FPR if you have not accomplished that goal for yourself.

I want to remind you that our Mid-Year Conference this year will be held in Sarasota. We have an excellent Convention Chair and committee working on the Conference. The FPR will be given as well as interesting and informative seminars. Please make your plans to attend.

We have recently sent out an e-flash concerning NCRA's one-day seminar to be held in Jacksonville on Saturday, February 2nd. The subject of the seminar is "Marketing Court Reporter Value." The purpose of the seminar is to learn how to market yourselves in the ever-changing competitive marketplace in which we work. Wow, how valuable will that be?

I want to thank all of you who have volunteered to serve as committee chairs and committee members. Without your generous service to your association, we would not be known as one of the top state associations.

In my President's acceptance speech, remember that I declared the 2007/2008 theme for the year to be "THE BEST YOU CAN BE." I sincerely hope that every one of you takes that declaration to heart and strives to improve yourself either through certification, volunteering to serve your association in some way, doing whatever you can to make sure that stenographic reporters and realtime voice writers are revered as the best methods of capturing the spoken word.

# Your First Opportunity to Make a Lasting Impression... DON'T WASTE IT!



Visualize this in your mind: Jane Q. Court Reporter strides into the deposition room with an air of confidence, the suit she is wearing is neatly tailored, her hair is professionally cut and styled, her shoes are smart-looking and in impeccable condition, and she greets you in a courteous, professional manner.

Now visualize this: Jane X. Court Reporter walks into the same deposition room in a hurried and distracted manner, her outfit is crumpled and in need of a good pressing, her hair is unkempt, her shoes are scuffed and worn, and her greeting is curt and disingenuous.

Which court reporter do you think the attorney is going to hire a second time to cover his subsequent depositions? Odds are it will be Jane Q. Court Reporter.

According to Michelle Sterling, who established Global Image Group, a leading provider of image consulting services, "Within the first three seconds of a new encounter, you are evaluated ... even if it is just a glance. People appraise your visual and behavioral appearance from head to toe. They observe your demeanor, mannerisms, and body language and even assess your grooming and accessories – watch, handbag, briefcase. Within only three seconds, you make an indelible impression."

Court reporting students and new reporters usually learn during their internship class or from the firm owner they begin working for what it means to dress and conduct themselves appropriately and professionally in the various venues in which they find themselves. In fact, a lot of us are groomed by our parents, even if purely by example, to dress well and speak courteously, which increases our chance for success.

What happens sometimes, however, is that as the years go by and we feel that the attorneys or judges know us well enough, we begin to "slide" in our professional appearance and demeanor because "they already know that I'm a good court reporter."

Don't fall into that trap. As professionals, we always need to be on our toes and project a good first impression. After all, we don't get a second chance at it. New attorneys are passing the Bar daily and new judges are elected to the bench routinely. First impressions are always being made. For this reason and others, I feel student court reporters, new reporters and experienced reporters alike can benefit from a review of how important first impressions are.

Bill Lampton, who has a Ph.D. in Speech Commu-

nications and is the author of *"How to Make a Strong First Impression: 7 Tips that Really Works,"* offers the following advice:

- The greatest way to make a positive first impression is to demonstrate immediately that the other person – not you – is the center of action and conversation. Illustrate that the spotlight is on you only, and you'll miss opportunities for friendships, jobs, love relationships, networking, and sales. Show that you are other-centered, and first-time acquaintances will be eager to see you again.
- You'll make a superb initial impression when you demonstrate good listening skills. Nonverbally, you show you're a skilled listener by maintaining steady eye contact.
- Use the name of a new acquaintance frequently. You show that you have paid attention from the start, catching the name during the introduction.
- Be careful with humor. Because you don't know a stranger's sensitivities, prolonged joking might establish barriers you can't overcome, either now or later.
- Follow Dr. Wayne Dyer's advice, offered in his wonderful book *"Real Magic,"* by "giving up the need to be right." Confrontations with somebody you've just met will destroy rapport before you even start building it.
- Appearance counts. True, standards for appropriate attire have changed drastically. Maybe the best advice I can share came from a participant in a seminar I conducted. She said, "I don't dress for the job I have now, I dress for the job I want to have."
- An individual's speaking style impacts the first impression, maybe more than we wish. Listeners judge our intelligence, our cultural level, our education, even our leadership ability by the words we select – and by how we say them.

We court reporters should always be mindful of how we look, speak and act, both in our professional lives and our personal lives. Each one of us represents not only court reporters on the local level, but more importantly, the court reporting profession as a whole. By improvising the steps outlined above, you can be confident when you walk into that deposition room or courtroom that you are making a powerful, personal and professional statement.



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### WANTED!

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### MARK YOUR CALENDAR!

#### FCRA Mid-Year Conference

June 27-29, 2008  
Hyatt Sarasota,  
Sarasota, Florida



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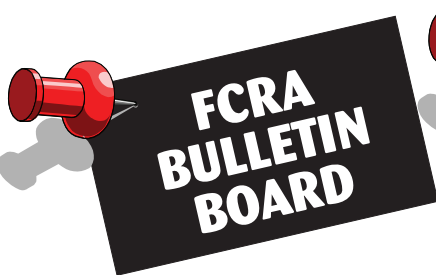


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### ARE YOU MOVING? CHANGING A PHONE NUMBER? CHANGING A FAX NUMBER? CHANGING OR GETTING AN EMAIL ADDRESS?

If so, let FCRA Headquarters know right away. Simply fax 407-774-6440 today to make any necessary changes to the information we have on file for you!

## UPCOMING EVENTS CALENDAR 2008

- Feb 2 NCRA "Marketing Court Reporter Value" Seminar, Radisson Jacksonville - Butler Boulevard, 4700 Salisbury Road. Contact NCRA Member Services and Information Center 1.800.272.4272; [www.NCRAonline.org](http://www.NCRAonline.org).
- Feb 3 - 5 NCRA Firm Owners Executive Meeting, Sarasota, Florida  
Contact NCRA Member Services and Information Center, 1.800.272.4272; [www.NCRAonline.org](http://www.NCRAonline.org)
- Feb 24 - 26 NCRA Legislative Boot Camp, Alexandria, Virginia
- Apr 4 - 6 NCRA Midyear Conference, Boston, Massachusetts  
Contact NCRA Member Services and Information Center, 1.800.272.4272; [www.NCRAonline.org](http://www.NCRAonline.org).
- April 7 - 19 NCRA Written Knowledge Tests  
Contact NCRA Testing Office, 1.800.272.6272; [testing@ncrahq.org](mailto:testing@ncrahq.org) or [www.ncraonline.org/testing](http://www.ncraonline.org/testing)
- May 3 NCRA Skills Test  
Contact NCRA Testing Office, 1.800.272.6272; [testing@ncrahq.org](mailto:testing@ncrahq.org) or [www.ncraonline.org/testing](http://www.ncraonline.org/testing)
- June 16 - 28 NCRA Written Knowledge Tests  
Contact NCRA Testing Office, 1.800.272.6272; [testing@ncrahq.org](mailto:testing@ncrahq.org) or [www.ncraonline.org/testing](http://www.ncraonline.org/testing)
- June 27 FCRA Florida Professional Reporter Seminar & Certification Test, Hyatt, Sarasota  
Information available soon - [www.FCRAonline.org](http://www.FCRAonline.org)
- June 27 - 29 FCRA Mid-Year Conference, Hyatt Sarasota  
Read "Possibilities!" article on page 17 of this issue of *FCR Online*.  
More information to follow on [www.fcraonline.org](http://www.fcraonline.org).

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## On the National Scene...

### Visual Language Interpreting Expands Communication Access Realtime Translation (CART) Service

Chuck Motter Accepts Position as Director of CART and Captioning

**WASHINGTON, January 1, 2008** – Visual Language Interpreting (VLI), a leading provider of sign language interpreting and CART services, has committed to the expansion of its CART and Captioning services by joining forces with Chuck Motter. Motter comes to VLI as a veteran court reporter and CART writer highly regarded in the CART and captioning industry.

Before joining VLI, Motter has worked in the field of CART and captioning since 1992. Motter entered the field of realtime captioning as a court reporter in 1974, at the age of seventeen, when he enrolled in the court reporting program at Brown Mackie College in Salina, Kansas. Over the years, Motter has earned state certifications in Kansas and Missouri, as well as multiple certifications from the national certifying body, National Court Reporters Association (NCRA). Motter is also dedicated to the betterment of his field by participating in member-run associations in Kansas and Missouri, and serving as an officer in all positions for the Kansas Court Reporters Association.

"After our investment in building a new CART platform, we are honored to enlist the support of Chuck Motter as the Director of CART and Captioning. Having a person of his stature in the realtime community dedicated to quality of our CART services is in line with our Participation Elevated™ approach," stated Tara Arthur, President.

In May 2007, VLI launched its proprietary CART platform that allows consumers to customize its features to suit their preferences, including options to adjust text speed, spacing, font, size and color, as well as a section for notes and a chat window. VLI's CART services are provided either on-site or remotely through the Internet.

Motter will continue to have his base of operations in the Kansas City area, where he lives with his wife of 24 years and two children.

#### Visual Language Interpreting

Established in 1999, VLI ([www.vli-dc.com](http://www.vli-dc.com)) is a national provider of sign language interpreting and CART services, with a specialization in on-site or remote service for conferences and other business and public environments. VLI is dedicated to its provision of quality services by setting high standards through its Participation Elevated approach, a commitment to quality assurance, industry best practices, interpreter and writer advocacy, and an innovative customer service experience. Serving all 50 states, VLI is headquartered in Washington, DC.

###

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By Jennifer Gaul, CMRS, FPR



## “Leadership By All” NCRA’s Annual State Leadership Conference

One of the “perks” of FCRA Board membership is the opportunity to attend NCRA’s annual State Leadership Conference. This year, Thomas Hughes and I traveled to NCRA Headquarters in McLean, Virginia, to represent Florida and came back re-energized with new ideas and inspiration for moving our association into the future.

“Leadership By All” starts with a perfectly positive mindset and it lasts as long as we remind ourselves to be positively professional...from the inside out. Soni Dimond, the keynote speaker for this event, started the day with a dynamic presentation reinforcing Kathy DiLorenzo’s message to all of us this year: “Leadership is the ability of an individual to influence, motivate, and enable others to contribute toward the effectiveness and success of the organizations of which they are members...We must all be leaders in moving our association forward.”

So, where do you learn to lead an association like FCRA? While most of this service to the association is learned “on the job,” NCRA provides support and training at this conference focused on emerging trends in our industry, new ways to attract members and the importance of being engaged in an association.

For those who have ever planned an FCRA conference and struggled with the challenge of putting together an educational and social event no one would want to miss, Dave Wenhold and our Government Relations Department’s presentation highlighting the many different seminars they’ve created was a goldmine of ideas. And if you’ve ever wondered why your room at a conference was next to the ice machine, Sue Wolk, Director of Membership Programs, lead everyone through the essentials of meeting/event planning and offered valuable tips for marketing and promoting

association events.

The most valuable experience, though, is the opportunity to meet other state leaders and share our challenges and vision for the future of our profession. Robin Casey, NCSA Chairperson, and Florida’s own Cathy Phillips, NCSA Vice Chair, hosted a thought-provoking information exchange focused on the issues that will shape our future: the declining number of students graduating from court reporting schools, lack of certified realtime reporters, voicewriters as participating members in state associations and the advancements in voice technology, digital recording/reporting, and the state of electronic recording in our courtrooms.

The most recent NCRA *News Flash* reported that the U.S. Bureau of Labor Statistics’ Occupational Outlook Handbook for 2008-2009 projects that the need for court reporters will grow by 25 percent by 2016....spurred by the continuing need for accurate transcription of proceedings in courts and in pretrial depositions, by the growing need to create captions for live television and by the need to provide other real-time broadcast captioning and translating services for the deaf and hard-of-hearing.

Our profession is thriving but it will take each one of us individually and as a group to lead our association into the future. I came away from this seminar with a few key phrases to share with all our members as I move into a more active role in FCRA’s leadership: Leadership doesn’t come from formal positions or titles – it starts by exercising personal leadership. Choose to be the best you can be and inspire others to be the best that they can be....regardless of their position or yours.

*While most of this service to the association is learned “on the job,” NCRA provides support and training at this conference focused on emerging trends in our industry, new ways to attract members and the importance of being engaged in an association.*



## Florida Court Reporters Association

# PRO BONO PROGRAM

### A GUIDE FOR REPORTERS

#### INTRODUCTION

For several years, studies have uncovered significant numbers of citizens who have civil legal needs they cannot pay for. Court reporters around the country are eager to help guarantee every citizen's right to equal justice under the law. To that end, the Florida Court Reporters Association has established a pro bono program.

#### WHY SHOULD I GET INVOLVED IN A PRO BONO PROGRAM?

Here are some possibilities: 1. Sometimes people need expert help. Reporters are experts who possess special skills. Your contribution can make a difference in whether or not someone less fortunate than you gets a fair shake from the legal system. 2. Pro bono work is widely recognized as a hallmark of true professionalism. You can help show that court reporters are responsible partners in the legal process. 3. You can make useful contacts in the course of your volunteer work. 4. It feels good.

#### I'VE DONE A DEPO HERE AND THERE ON A PRO BONO BASIS WITHOUT MAKING A BIG DEAL OUT OF IT. WHY SHOULD I BOTHER WITH THE FORMALITIES OF WORKING TOGETHER THROUGH A PROGRAM?

First, good for you! But there are a couple of reasons for working through a formal program. First, Bar programs screen civil pro bono applicants, so you're not likely to get burned. Second, working through a program gives you an "out" if you are approached directly by an attorney about doing a job free of charge. Third, a formal program gives us a way to track reporter participation and demonstrate our commitment.

#### WHAT ARE REPORTERS OFFERING IN THE WAY OF PRO BONO SERVICES?

The main reason for involving a reporter in any matter, of course, is to obtain an accurate record of a proceeding. In times past, a pro bono lawyer might have had to forego conducting depositions that would have been useful to his or her case because there was no money to pay for them. With reporters willing to contribute services at waived or reduced fees, pro bono attorneys have an added tool at their disposal to effectively pursue the cause of justice.

FCRA encourages reporters to volunteer whatever they feel comfortable contributing — a couple of hours a year, 50 transcript pages, waiver of appearance fee, or whatever. In any case, it is important for the reporter and the attorney involved in a particular case to know

what the reporter will be contributing so that no misunderstandings occur.

#### HOW CAN I BE SURE A LITIGANT IS TRULY INDIGENT?

FCRA encourages reporters to work only with established pro bono programs. Bar pro bono programs conduct thorough reviews of applicants to make sure they, in fact, qualify under the program's guidelines. After all, lawyers who contribute time and expertise do not like to be taken advantage of.

#### HOW OFTEN WILL I BE ASKED TO REPORT A PRO BONO PROCEEDING?

In general, you as a volunteer are in control of how much you choose to contribute. It's unlikely you will be asked to participate more than once a year. Encouraging your colleagues to participate is an effective way of ensuring the load is equally shared.

#### WHAT IF I RUN INTO A PROBLEM DURING A PRO BONO DEPOSITION?

Handle problems as you normally would. Then immediately report the matter to your pro bono coordinator.

#### WHAT HAPPENS WHEN ONE PARTY IS INDIGENT AND THE OTHER IS NOT?

You can charge normally for services provided to the non-indigent party.

#### IT ALL SOUNDS GOOD TO ME. WHERE DO I SIGN UP?

1. Fill out and return the pledge card.
2. Contact FCRA Headquarters at 222 S. Westmonte Drive, Suite 101, Altamonte Springs, Florida, 32714.
3. Contact the Pro Bono Coordinator, Deanna Boenau, [americaption@comcast.net](mailto:americaption@comcast.net).

#### POINTS TO REMEMBER:

1. Work only through established pro bono programs.
2. CIVIL CASES ONLY.
3. Give only what you feel comfortable with and encourage colleagues to participate.
4. Fill out and return the evaluation form so that records may be maintained and credit given.

**YOUR STATE COORDINATOR IS:** Deanna Boenau, RDR, CRR, CBC, CCP, AmeriCaption, Inc., P.O. Box 50653, Sarasota, FL 34232, 941-359-8100 (office), [americaption@comcast.net](mailto:americaption@comcast.net).



Florida Court Reporters Association

PRO BONO PROGRAM

REPORTER PLEDGE CARD

I am interested in participating in the Pro Bono Program and am willing to donate:

Attendance Fee \_\_\_\_\_ hours

Transcript at No Charge \_\_\_\_\_ pages

Transcript at a Reduced Rate \$\_\_\_\_\_ per page

Transcript at the Regular Rate \$\_\_\_\_\_ per page

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I am willing to donate my services on a case-by-case basis.

\_\_\_\_\_ I am willing to provide reporting for:

\_\_\_\_ Depositions      \_\_\_\_ Hearings      \_\_\_\_ Trials

I will need advance notice of \_\_\_\_ days.

REPORTER'S NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

E-MAIL \_\_\_\_\_ CELL # \_\_\_\_\_

HOME # \_\_\_\_\_ WORK # \_\_\_\_\_

\_\_\_\_\_ Individual Donations      \_\_\_\_\_ Firm Donations

Geographical area you are willing to serve:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE MAIL THIS FORM TO:

DEANNA BOENAU, RDR, CRR, CBC, CCP, P.O. BOX 50653, SARASOTA, FL 34232.



## Florida Court Reporters Association

# PRO BONO PROGRAM

### REPORTER ASSIGNMENT/EVALUATION

REPORTER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

E-MAIL \_\_\_\_\_ CELL # \_\_\_\_\_

HOME # \_\_\_\_\_ WORK # \_\_\_\_\_

ASSIGNMENT \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*(Cancellations will be made directly by the attorney's office)*

#### REPORTER'S EVALUATION

Hours in attendance fee donated \_\_\_\_\_

Pages provided at no cost \_\_\_\_\_

Pages provided at reduced rate \_\_\_\_\_

Pages provided at regular rate \_\_\_\_\_

Other services provided \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Had I invoiced this job, the total fee would have been \$ \_\_\_\_\_

DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PLEASE MAIL THIS FORM TO:

DEANNA BOENAU, RDR, CRR, CBC, CCP, P.O. BOX 50653, SARASOTA, FL 34232.

# CALL FOR NOMINATIONS

As provided for in the Bylaws, the immediate past president of FCRA serves as chair of the Nominating Committee. The president appoints four additional members to the committee and two alternates who serve in the event of absences of committee members. The committee will meet in June at the Mid-Year Conference to draw up a slate of nominees for the following positions on the Association Board of Directors to be elected at the 2008 Annual Convention:

Qualifications and qualities to look for in potential FCRA officers and directors:

| LEADERSHIP:   | ADMINISTRATIVE TRAITS:   | ABILITY:   |
|---|--|--|
| <ul style="list-style-type: none"> <li>• Interest, concern, conviction, dedication</li> <li>• Decision making capabilities</li> <li>• Objectivity</li> <li>• Knowledge and experience</li> <li>• Reliability</li> <li>• Ability to inspire</li> </ul> | <ul style="list-style-type: none"> <li>• Courtesy</li> <li>• Humility</li> <li>• Friendliness</li> <li>• Tact and diplomacy</li> </ul> | <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Initiative</li> <li>• Professional image</li> <li>• Maturity</li> <li>• Association experience</li> </ul> |

**The committee hopes you will consider it your personal responsibility to participate in the nominating procedure by submitting names of potential candidates for consideration by the Nominating Committee. Take this chance and participate in their selection. Send, fax or e-mail the names of your recommended candidates to Cathy Phillips, 814 E. Silver Springs Blvd., Ste. A, Ocala, Florida 34470. Fax 352-368-2562 or e-mail cjphillips111@aol.com. Please submit nominations no later than May 23, 2008.**

- |  |  |
|--|--|
| <input type="checkbox"/> President-Elect (one-year term)       | <input type="checkbox"/> Treasurer (one-year term)         |
| <input type="checkbox"/> Vice President (one-year term)        | <input type="checkbox"/> Northern Director (two-year term) |
| <input type="checkbox"/> Secretary (one-year term)             | <input type="checkbox"/> Southern Director (two-year term) |
| <input type="checkbox"/> One Director-at-Large (one-year term) |  |

I recommend the following FCRA member for consideration as a potential candidate for the position of:

\_\_\_\_\_

Name: \_\_\_\_\_

I support the candidate for the following reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

May the Nominating Committee contact you by phone/e-mail if further information is needed about the candidate?  Yes  No

Office Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signed (FCRA member): \_\_\_\_\_ Date: \_\_\_\_\_

**Submit nominations no later than May 23, 2008.**

***Please photocopy this form for additional potential candidate recommendations or provide on a separate sheet.***

By Lisa Selby-Brood, RPR

## Conventions on a Shoestring (for Students)

Hello, all my little chicks. Lisa B. here, with some tips for you on how to make it to the conventions on a shoestring budget. If you're a student, I figure you fall into this category.

I've been visiting the schools and talking to you guys for quite a while now. I always talk up the conventions, and you always say, "Oh, yeah, that sounds great. I want to come," etc. You never do.

Where are you guys hiding? I see the same faithful handful of students at every convention, but the bulk of you aren't there. I know. You're broke. You're a student. Been there, done that. So, I am going to tell you how to hit the conventions, make it a real learning experience, on very little money.

First and foremost, you have to do a little planning. If you put away \$20 a week (or even \$15) starting NOW, you'll have your registration money in time for the Mid-Year Conference in June. That's the biggest hurdle. Well, that and the hotel. We'll get to that in a minute. Next thing is, you have to commit to come, and you

have to register early. There are a few reasons for this: One, I want to have goodies for you! Two, I can't do my planning unless I have some idea how many are coming. Three, the more of you who are coming, the better chance I have of getting money out of everybody!! Seriously, let me explain.

I'd really like to see you all at the Mid-Year Conference, because the vendors will be there. This is your chance to talk to these people and pick their brains about the software you're on, or hope to be on.

Yes, I know, they're trying to peddle their wares to working reporters, but you have to gently remind them that YOU will soon be joining those ranks. (I like something along the lines of, "Well, I don't know, I use (fill-in-the-blank) software at school, but I've heard a lot about yours. Tell me why I should switch.") Besides being a great opportunity to get free advice about all the equipment, etc., there's a reason why I like to see big numbers at the conference.

Did I not promise you goodies? Okay. I always try to hit up the vendors for things for the students. It's not always easy, but it's a lot easier if I say I have 30 students showing up instead of five. If I tell them that, they'll probably laugh in my face. But if I say I have 30 coming, again, if they're smart vendors, they're looking down the road at future consumers and are more likely to loosen the purse strings. What can I say? I'll take it any way I can get it.

Okay. Let's get back to money, since that's the crucial part of the whole thing. The best way to do a convention is with three or four people. It's simple. You only have to cough up one-fourth of the

money and one-fourth of the hotel money.

Remember when I came and visited you and told you that if you come, we will feed you? I lied. Actually, I didn't lie; I just screwed it up a bit.

If you are a good student member of FCRA like I have harped on you to be, you are getting your magazines and keeping an eye on the website from time to time. As soon as the registration form comes out in either of those venues, take a look at it. You'll notice, in the very fine print about halfway down, it tells you that the price of the student registration only includes the luncheon on Saturday, and of course the continentals in the morning, and the breaks. (On that note, if you want to take full advantage, hit those things PROMPTLY. Sorry, but when they're out of food, they're out. Come early for best selection.) Remember, we're talking budget. If you know breakfast is covered for two days, it's one less expense for you to worry about.

Now the welcome reception and the President's Dinner Party. Those are not included, but here's a trick to get in free. You stand outside the door with your student badge and your puppy dog eyes... No, don't do that. Keep an eye on the bulletin board. It's located at the registration desk. I will guarantee you, you will find coupon and drink tickets for each event stuck up there. There's a reason for this, too. We working reporters get the best deal if we buy the whole convention package. Some reporters are strictly there to get their points and for a number of reasons don't stay for the party on Saturday night. So rather than throw their tickets away, they stick them up there. They're free for the

*Continued on page 15*

### May 2008 Test Site Change

Effective immediately, the NCRA certification tests will no longer be given in Sarasota. Candidates in Southwest Florida will need to go to Erwin, Winter Park Tech, or Atlantic Tech.

Our deep appreciation and thanks to the host campus in Sarasota and the dedicated volunteers for their assistance and service in administering the national tests for so many years.

# Conventions on a Shoestring...

Continued from page 14

taking. You don't even have to ask. When you see one up there, snag it. You just saved yourself about \$40. When I was at Ft. Lauderdale, I saw about six sets of tickets up there for Saturday night.

You DON'T have to purchase these things in advance, if you're sure you want to go. You can always BUY tickets up to the last minute. It just makes more sense to wait that long and see if you can get them for free. I heard someone at Ft. Lauderdale lamenting this fact because she had already purchased a ticket for Saturday night for her husband, and then she saw a freebee up there on the bulletin board and wished she had waited. Understand. I'm not saying there's going to be 30 sets of tickets up there for the taking, but there will be a few. The early bird catches the worm.

President's welcome reception tickets are sometimes a little harder to come by, but they do show up.

Now, the best deal of course would be to be sponsored, but you're probably still going to have to come up with the hotel; but like I said, that's what you have three friends for.

If you know a working reporter who you're really getting chummy with, don't be proud. Ask them if they'll sponsor you. Hey, I'm going to be asking them anyway, but anyone (I hope working reporters are reading this) who wants to sponsor a specific student is welcome to do so. All you have to do is tell the girls who do all the work, and they'll work it out.

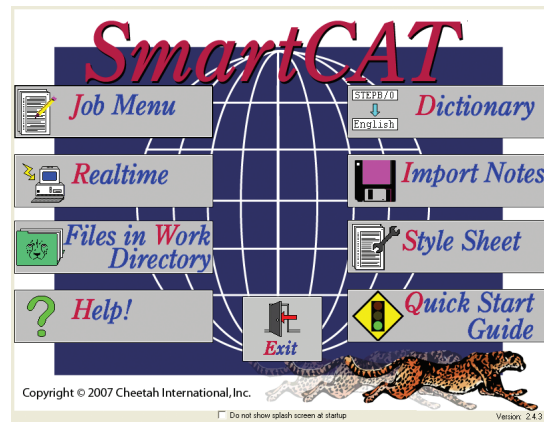
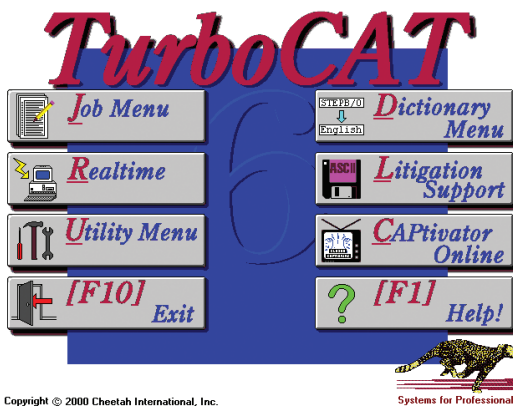
If that doesn't pan out, again, rest assured, I always make an impassioned plea for the students to be sponsored; and in case

you forgot, the way that works is whatever is given by all the generous supporters goes in a hat and is divided equally among the students. You usually get a check in the mail after the convention. Even if it's only \$20, it helps with gas. You have to look at it that way. If nothing else, know that somebody cares.

Okay. This is your official invitation. We want you to come. Register early. I'll do everything in my power to make sure you get some kind of a break.

Start saving NOW. That \$90 pair of designer jeans can wait. (Do they cost more now? Man, I'm out of the loop.)

I'm hoping for a record number of students at Sarasota in June. With a little planning, anything's possible. Till next time, Lisa B. signing off.



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# Student Member Profile



**Name:** Patricia Husson

**Birthplace:** Brooklyn, New York

**Type of Reporting Student:** Stenographic

**School attending:** Long Island Business Institute

**Start Date:** January 31, 2005

**Anticipated Graduation Date:** January 2008

**Who or what got you interested in pursuing a court reporting career?** I was looking for a flexible, lucrative career.

**How did you learn about the Florida Court Reporters Association (FCRA)?** I researched the association because of a location change in the near future.

**What was your reason for becoming a member?** Help in understanding and passing the Florida state tests for reporting.

**How do you expect your FCRA membership to benefit you as a student?** Communications and networking.

**What type of seminar subjects at FCRA conventions would benefit you the most?** I missed the last convention, but I hope to join you all at the next gathering.



## 2008 MID-YEAR CONFERENCE

JUNE 27-29, 2008 • SARASOTA HYATT HOTEL • "POSSIBILITIES!"

A GREAT Convention Planning Committee has planned for you a weekend you will LOVE. You'll come away saying, "I didn't know that was POSSIBLE!"

Something for everyone – REPORTERS, FIRM OWNERS, STUDENTS!

**Learn how to buy and sell EVERYTHING on eBay** – from the Sarasota Scire brothers, who've mastered the MYSTERY!

Learn new **HOT TIPS FROM POWER USERS** – Windows, Eclipse, ProCAT, CATalyst and more. (Nancy Paulsen, Pat Wiener and Kelly Hickson in an open panel session.)

Learn from a dynamic speaker how to **improve your personal and professional RELATIONSHIPS!** (Jill Ob-rochta)

**STENO SWAP Workshop!** (Send in your favorite five steno briefs with your registration, and you'll take home a master list!)

**VIDEO DEPOSITIONS** – How your videographer can help you hear perfectly, and other NEW possibilities! (Lajuana Pruitt, CLVS)

**YOGA for REPORTERS.** Bring a mat – Learn from a talented yoga instructor about the health benefits of yoga, and try it out yourself!

A workshop on **Cyber Storage** especially geared for Firm Owners – a safe program that allows you to store an entire firm's notes and transcripts, with easy indexing, logging and retrieving features – comes highly recommended by Firm Owner Ginny Hyland! The program's creator, Jonathan Elliott.

### VENDOR BREAKOUT SESSIONS!

Saturday night - "**FLORIDA'S GOT TALENT**" – Pay to have someone sing, dance or (select from 50 talents!) – or Pay to PASS – A great fun time to laugh, relax, and reconnect with your fellow reporters.

**FIRM OWNERS ORGANIZATIONAL BREAKFAST MEETING – SUNDAY A.M.!**

## Congratulations...You Did It!

Congratulations to the following reporters from around the State of Florida on achieving their new NCRA designations in November 2007:



### Registered Professional Reporter (RPR)

Donna R. Keller, Winter Park, FL

Karen Adair Ruiz, Ponte Vedra Beach, FL

### Registered Merit Reporter (RMR)

Judy A. Nolton, Tallahassee, FL

By Eve J. Barrett, RPR, CLR, FPR

## FLORIDA REPORTERS EXCHANGE [www.flareportersexchange.com](http://www.flareportersexchange.com)

As court reporters, we're all too familiar with the everyday frustration of courthouse scheduling...or lack thereof. How many times have we reporters gone to the courthouse to cover a hearing, only to find there are already several other reporters there to cover the same hearing? And how many times have we been requested to cover another motion "while we're there" as attorneys have forgotten to book a reporter?

Wouldn't it be great if there was a centralized calendar available to all of us to streamline the chaos that lurks in the courthouse arena...a calendar that could not only alleviate the day-to-day confusion with motion and trial dockets, but also coordinate coverage for those hard-to-cover, out-of-area jobs? The solution lies in something we all use every day...the Internet!

The "Florida Reporters' Exchange website ([\[change.com\]\(http://www.flareportersexchange.com\)\) was designed to bring statewide reporters together, via the Internet, to meet & greet, trade & swap, and most of all, work together to create a calendar system that works for us all. If we could manage the site the way it's been envisioned, we could avoid double-booking or lack of booking several times resulting in increased profitability, productivity & greater client satisfaction.](http://www.flareportersex-</a></p></div><div data-bbox=)

[www.flareportersexchange.com](http://www.flareportersexchange.com) was recently demonstrated to the Clearwater Courthouse judicial clerks and a few select judges, who received it with much enthusiasm and accolades. In fact, Judge Baird's office was the first to utilize the site to request coverage for a last-minute settlement hearing in downtown Clearwater, as well as a three-day jury trial. Isn't it interesting that the courthouses realize its potential, but members of our profession are hesitant to jump on the band wagon?

Many reporters have voiced their opinions on how ineffective the scheduling is and understand that attorneys play a key role in the frustration we experience, yet we must understand that these factors are out of our control. But, we now have a tool to help us take control if we just open our minds and use this website to its fullest potential!

The website is incredibly user friendly and is updated daily by the webmaster, Jim Barrett. The site works off of calendar submission forms, which allows you to have a front row seat to see the who, what & where coverage of various courthouse hearings. You may be thinking...how does this work?

Imagine the following scenario: You are scheduled to be in the Hillsborough County Courthouse on November 19<sup>th</sup> for a 30-minute hearing starting at 3:30 p.m. in Judge Crenshaw's chambers in the Doe v. Doe case. Simply go to [www.flareportersexchange.com](http://www.flareportersexchange.com) and fill out and submit a calendar submission form with the above-listed information. The website will then be updated and everyone will now know the who, what and where coverage for your hearing. It's that simple. And don't worry...attorney information is never divulged. Cancellations can also be posted.

We have a long road to haul in solving all the challenges we face in today's legal field, but with cooperation and open minds, the Internet can bring us a step closer to solving the scheduling nightmare we have been dealing with. Please give the site a chance to work for everyone. Let's be part of the solution, not the problem.



**Wouldn't it be great if there was a centralized calendar available to all of us to streamline the chaos that lurks in the courthouse arena...**

# FJC Advisory: Safeguarding Personal Information in Electronic Transcripts

The Judicial Conference of the United States has implemented policies to protect sensitive private information about parties, witnesses, and others involved in a civil, criminal, or bankruptcy case. To that end, all documents filed with the court and made available to the public, whether electronically or on paper, should limit certain information as follows: for Social Security numbers, use only the last four digits; for financial account numbers, use only the last four digits; for names of minor children, use only their initials; for dates of birth, use only the year; and (in criminal cases only) for home addresses, use only the city and state.

The Judicial Conference has approved a similar policy for electronic transcripts, and this policy applies to any court that makes transcripts available to the public electronically. The parties have five business days after the court reporter or transcriber has filed the official transcript with the clerk's office to review the transcript and file a notice of request for redaction. They have a total of 21 days, or longer if ordered by the court, from the time the official transcript is filed to submit the actual request for redaction. During that time, the transcript is available for review or purchase from the clerk's office.

Although a limited number of courts are currently making electronically filed transcripts available to the public, it is anticipated that all courts will eventually do so.

Rather than relying on the redaction process, the better practice is to keep sensitive information out of the transcript in the first place. Therefore, you are encouraged to begin now, even if electronic transcripts are not yet in use in your district, to instruct attorneys to avoid eliciting or mentioning the

restricted information.

Doing this, whether the record is on paper or electronic, will better protect private data and will save time for everyone — attorneys, court reporters, court staff, and judges. It will reduce the likelihood of inadvertent disclosure of sensitive information, as well as the time needed to review records, make redactions, and handle requests for extensions or sealing the record.

Therefore, it would be helpful for courts to advise the parties — at hearings, pretrial conferences, or the start of trial — to avoid asking for or mentioning restricted information. A sample advisory is provided below. Judges may also find it appropriate to intervene to instruct a witness to limit an answer in order to avoid giving restricted information, or to strike such an answer if already given. For your convenience, a copy of the JCUS electronic transcript policy is provided after the advisory.

## **Sample Advisory for Limiting Personal Information in Transcripts:**

The judiciary's privacy policy restricts the publication of certain personal data in documents filed with the court. The policy requires limiting Social Security and financial account numbers to the last four digits, using only initials for the names of minor children, and limiting dates of birth to the year. (For criminal cases, also limit home addresses to city and state.) However, if such information is elicited during testimony or other court proceedings, it will become available to the public when the official transcript is filed at the courthouse unless, and until, it is redacted. The better practice is for you to avoid introducing this information into the record in the first place. Please take this into account when questioning witnesses or

making other statements in court. If a restricted item is mentioned in court, you may ask to have it stricken from the record or partially redacted to conform to the privacy policy, or the court may do so on its own motion.

Note: This document was prepared at the request of the Judicial Conference Committee on Court Administration and Case Management (CACM), which has oversight responsibility for the Judicial Conference's privacy policies. It was prepared in consultation with and reviewed by the CACM Committee and its staff, and any questions about the privacy policy or this document should be directed to Susan Del Monte at 202-502-1814 or Susan\_Del\_Monte@ao.uscourts.gov.

## **Safeguarding Personal Information in Electronic Transcripts:**

Below is the Judicial Conference's policy on the electronic availability of transcripts that the Conference adopted in 2003, as revised in March 2007. It is applicable to all district and bankruptcy courts making transcripts available electronically to the public.

## **Electronic Availability of Transcripts of Court Proceedings:**

Courts making electronic documents remotely available to the public, whether documents are filed electronically or converted to electronic form, shall make electronic transcripts of proceedings remotely available to the public if such transcripts are otherwise prepared.

Within five business days of the filing by the court reporter/transcriber of the official transcript with the clerk's office pursuant to 28 U.S.C. § 753, each party shall inform the court, by filing a notice of redaction with

*Continued on page 20*

# FJC Advisory: Safeguarding Personal Information in Electronic Transcripts

*Continued from page 19*

the clerk, of the party's intent to redact personal data identifiers from the electronic transcript of the court proceeding. Such personal data identifiers include: Social Security numbers; financial account numbers; names of minor children; dates of birth; and home addresses of individuals. The filing of this notice triggers the procedures set out below.

If no such notice is filed within the allotted time, the court will assume redaction of personal data identifiers from the transcript is not necessary, and the transcript may be made electronically available at the close of the fifth business day, unless the court, for good cause related to the application of the Judicial Conference policy on privacy and public access to electronic case files, finds that the transcript should not be available electronically for up to a period of 60 days.

An attorney is only responsible for reviewing for redaction, and providing any redactions to the court reporter for the testimony of the witnesses called on behalf of the party and opening and closing statements made on behalf of the party. In cases where "standby" counsel is appointed to be available to assist a pro se defendant in his or her defense, such counsel is only responsible for reviewing for redaction, and providing any redactions to the court reporter for the testimony of the witnesses the defendant called and the defendant's opening and closing statements.

In a proceeding where only the parties are present (e.g., entry of plea or sentencing) counsel is responsible for reviewing his or her own remarks (and those of predecessor counsel) and those of his or her client for redaction

purposes.

If the transcript relates to a panel attorney representation pursuant to the Criminal Justice Act (CJA), the attorney conducting the review is entitled to compensation under the CJA for functions performed to fulfill the redaction obligation, including the following activities: (1) gaining access to the transcript, including travel, if needed; (2) reviewing to determine whether to file notice of intent to redact; (3) filing notice of intent to redact or motion for an extension of time; (4) reviewing for redaction request or motion; (5) preparing and filing redaction request or motion; and (6) other (including pleadings, hearings or other follow-up).

## **Safeguarding Personal Information in Electronic Transcripts:**

The panel attorney is also entitled to reimbursement under the CJA for costs associated with obtaining a transcript for purposes of redaction review. Standby counsel appointed to assist a pro se defendant is likewise entitled to compensation and reimbursement. In the event that a case involving a CJA representation has already been closed and the original attorney is no longer available, or in the event that standby counsel is no longer available, new counsel may be appointed under the CJA and compensated as outlined above. In the event that the original appointed counsel is still available, but has filed a final voucher for the underlying case, such attorney shall be permitted to file a supplemental voucher for compensation.

If a notice of redaction is filed by any party, following the filing of the official transcript with the clerk's office, the official transcript is not to be made remotely electronically available to the general public. Within 21 calendar days of the

filing of the transcript, or longer if the court so orders, the parties shall submit to the court reporter/transcriber a statement indicating where the following personal data identifiers appear in the transcript: Social Security numbers; financial account numbers; names of minor children; dates of birth; and home addresses of individuals.

The court reporter/transcriber shall partially redact these personal data identifiers from the electronic transcript as follows: Social Security numbers to the last four digits; financial account numbers to the last four digits; dates of birth to the year; names of minor children to the initials; and (in criminal cases only) home addresses to the city and state.

During the 21-day period, or longer if the court so orders, attorneys may move the court for any additional redactions to the transcript. The transcript shall not be electronically disseminated until the court has ruled upon any such motion.

The Director of the Administrative Office may lengthen the period of time for electronic filing of a transcript when, in the Director's judgment, a district justifies such an extension.

**Policy Note:** This policy is intended to apply to electronic transcripts, whether originally filed in electronic form or converted from hard copy to electronic form. It applies to electronic transcripts made available via CM/ECF, WEBPACER, PACER, RACER or a non-court-related electronic depository (e.g., Exemplaris). It does not affect in any way the obligation of the court reporter/transcriber to file promptly with the clerk of court the court reporter's/transcriber's original

*Continued on page 21*

## FJC Advisory... Transcripts

*Continued from page 20*

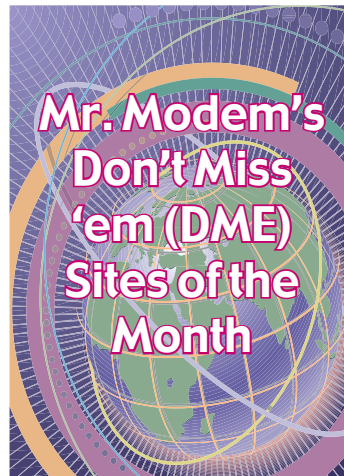
records of a proceeding or the inclusion of a filed transcript with the records of the court pursuant to 28 U.S.C. § 753. This policy does not affect the obligation of the clerk to make the official transcript included in the court file available for copying by the public without further compensation to the court reporter/transcriber pursuant to Judicial Conference policy.

If a party desires to respond to any notice of redaction or motion for additional redaction, the court may establish a briefing schedule to provide sufficient time for such response.

Nothing in this policy creates a private right of action. It is not the intent of this policy to affect court reporter/transcriber compensation in any way.

This policy is intended to deal with the Judicial Conference policy on privacy and public access to electronic case files as it applies to the electronic filing of transcripts. It is not intended to change any rules or policies with respect to sealing or redaction of court records for any other purpose.

This policy does not prevent the production of a transcript on an expedited basis for a party, or any other person or entity, that may order such a transcript, subject to whatever court rules are currently imposed to protect sealed materials. Any non-party that orders a transcript on an expedited basis should be alerted to the Judicial Conference policy on privacy and public access to electronic case files.



**APA Help Center:** At varying times, many people experience some form of depression, anxiety, or other psychological challenge(s). The American Psychological Association's website provides useful links to help us learn about dealing with anxiety and stress, practice techniques for healing our bodies with our minds, and when additional assistance is warranted, locate a therapist. <http://tinyurl.com/3ylijbu>

**Worst Jobs in History:** The website behind the U.K. television show "The Worst Jobs in History," which explores the most miserable professions of the past 2000 years. If you think you've got it rough, think of laborers during the free-spirited Middle Ages or the swinging Victorian era. Good times, indeed. Each job is described in humorous and occasionally shocking detail. Fuller, Bog-Iron Hunter, Wattle-and-Daub Applier — they're all here. <http://tinyurl.com/2tmf5c>

**Virtual Vaudeville:** Take an entertaining trip back to the 19th Century, where the past meets the future thanks to the convergence of nostalgia and technology. There are many fun features on the site, the highlight of which is the Virtual Vaudeville Live Performance Simulation System. Sounds like a party to me! Learn all about the development and production of this concept, which preserves online live theater for future generations to experience and enjoy. [www.virtualvaudeville.com](http://www.virtualvaudeville.com)

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**Q. When I change settings, at the bottom of the screen it has the OK and APPLY buttons. I always click APPLY, then OK, but when I skip APPLY and just click OK, it seems to do exactly the same thing. Can I save a step and just click OK without clicking APPLY?**

A. Depending what you're doing, there may be a valid reason to use APPLY versus OK, or both in concert, so let's take a look at what each button does: APPLY saves any changes you make without closing the dialog box or window. So you would click APPLY and not click OK if you make changes and need to make additional changes on the same screen. Clicking OK saves any changes and closes the dialog box, so you would click OK if you're making one change and then want to exit.

Most people click APPLY > OK out of habit, as a two-step operation to save and exit, but technically, it's not always necessary — again, depending what you're doing at the time.

**Q. I've been to the AVG Web site, but I can't find the free version you're always talking about. They must have it pretty well hidden. Can you point me to it, Mr. M?**

A. The free version of AVG AntiVirus continues to be my favorite anti-virus program. It automatically updates daily, has a scheduler so you can run full system scans in the middle of

then night, and you can't beat the price. Most vendors do tend to hide their freebies, and the good folks at AVG are no exception, but you'll find the free version located at <http://tinyurl.com/yo9npk>. A paid version is also available, and you'll find a features comparison of the free versus paid versions on the site, as well.

**Q. Can you explain the difference between "Read Only," "Hidden," and "Archive" options for files?**

A. When you right-click a file and select Properties, near the bottom of the Properties dialog box you'll see the Attributes section. The items you refer to are three check-box flags or what are called file attributes that describe various characteristics of a file. Technically, it's a bit more complicated than that, but for our purposes, and so my head doesn't explode, I'm going to keep this as simple as possible.

The Read-Only attribute, as its name implies, causes a file to be "read-only," meaning that you can view it, but you cannot edit or delete it.

The Hidden attribute causes a file to be invisible under certain circumstances, such as when lists of files are displayed or when there's a full moon. For example, there are certain files within Windows that most of us have no business using, so those are typically hidden. No good can come from most of us

tinkering with hidden files, so to protect us from ourselves, Microsoft designates certain files as "hidden." System files are generally hidden files, as are files that are critical to the performance and operation of Windows.

The Archive attribute was created by Microsoft to allow developers to quickly determine whether a file requires a backup (archive) copy. The Archive attribute is established whenever an existing file is either overwritten or modified. The idea, in general, is to signal a backup program that a certain file needs to be backed up. A backup program may not know to save a new or modified file without the addition of the Archive attribute.

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# ETHICS AND PROCEDURES CORNER

## ETHICS AND PROCEDURES CORNER

By FCRA Ethics Committee 2007-2008 Members Chair: Shirley P. King, RPR, CLVS, FPR - [Shirley.king@kingreporting.com](mailto:Shirley.king@kingreporting.com); Committee Members: Judy Everman, FAPR, RPR, CMRS, FPR - [judyeverman@comcast.net](mailto:judyeverman@comcast.net); Donna Kanabay Harvey, RMR, CRR, FPR - [donna@kanabay.com](mailto:donna@kanabay.com); Kathy Marino, RMR, CLVS, CRI, CPE, FPR - [kpmarino111@aol.com](mailto:kpmarino111@aol.com); Sandy Narup, RPR, FPR - [snarup@bellsouth.net](mailto:snarup@bellsouth.net)

FCRA's Ethics Committee answers some of the questions you have asked at seminars, in the hallways at various functions, and through phone calls or e-mails from various members of the association. If you have a question relating to ethics or procedures, you may e-mail your question to one of our Committee members. Your question will be answered and the substance may later be printed in this column for our other association members.

### Stand-By No-Show Certificates Non-Party Request For Transcript Sample Letter

#### STAND-BY NO-SHOW CERTIFICATES

**QUESTION FROM A MEMBER:** Last week we had a referral job that requested that we do a "Stand-By CNA." (That is when the reporter does not go to the job, someone at the deposition location will call and tell them that the witness did not show and request a Standing CNA.) We informed them that we do not do those. They stated they did them all the time and sent us their format. Did I do the right thing?

**ANSWER:** Absolutely. To provide such a certificate is a violation of the notary law. End of story. How can a "stand-by" reporter know that the witness did not appear? The reporter's certificate must "SPEAK THE TRUTH." The truth is that the reporter has been told by a third party that the witness did not show. The example you provided us says "I certify that there was no appearance by the witness." The reporter must be present at the specified location in person to verify that the witness did not show.

**NON-PARTY REQUEST FOR TRANSCRIPT SAMPLE LETTER:** I would like to give credit to whomever sent me (Shirley King) the following very nicely phrased sample letter, but I can't remember where I got it. I am sure that you all can use it and appreciate its simplicity.

Dear Mr. Angry Non-Party Attorney,

In following with the National Court Reporters Association's Advisory Opinions and understanding of the Florida Rules of Civil Procedure, a court reporter is NOT allowed to sell copies of transcripts to non-parties unless the transcript has been filed with the court and at that time becomes a public record.

I've attached the advisory opinions and rules that I'm going by:

b. Before a transcript is filed, only a party or the wit-

ness. Rule 1.310 (f) (2): "...upon request the officer shall furnish a copy of the deposition to any party or to the deponent." Also, 1.310 (g) Obtaining Copies. A party or witness who does not have a copy of the deposition may obtain it from the officer taking the deposition unless the court orders otherwise. If the deposition is obtained from a person other than the officer, the reasonable cost of reproducing the copies shall be paid to the person by the requesting party or witness.

c. NCRA Advisory Opinion No. 9 states: "Absent stipulation of counsel or court order, the deposition can only be furnished to the parties or the deponent and is not a public record. Consequently, the reporter, although retaining the right to sell the transcript, may only sell to parties and the deponent, unless otherwise agreed by all parties and the deponent."

d. To sell to someone not associated with the case at hand, you need the permission of all parties to the case. We suggest you get such permission in writing.

e. After the transcript is filed, which makes it a public document, you can sell to anyone.

f. Rule 2.420 (b) Definitions (1) Records of the judicial branch (A) "court records," which are the contents of the court file, including the progress docket and other similar records generated to document activity in a case, transcripts filed with the clerk, documentary exhibits in the custody of the clerk, and electronic records, videotapes, or stenographic tapes of depositions or other proceedings filed with the clerk, and electronic records, videotapes, or stenographic tapes of court proceedings.

We would love to sell you a copy of the transcript once provided with written permission from all parties in the case.

Given I am not an attorney and merely a court reporter, if you have any other questions pertaining to the legal process, please talk with my corporate attorney, Suzie Q, at 727-888-888 or email her. I have copied her on this email. I hope this helps.



# MEMBERSHIP APPLICATION

## Florida Court Reporters Association

Name (Please print) \_\_\_\_\_

Company \_\_\_\_\_  Owner  Co-owner

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone: Home (\_\_\_\_) \_\_\_\_\_ Office (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

CHECK ONE:  OK to publish home phone number in directory.  DO NOT publish home phone number!

E-mail address: \_\_\_\_\_

METHOD OF REPORTING:  Stenographic  Voicewriter  Gregg  Pittman  Other \_\_\_\_\_

TYPE OF REPORTER:  Freelance  Official  Deputy Official  Federal  Teacher  Student  Other \_\_\_\_\_

DESIG:  CSR (List State(s) other than FL) \_\_\_\_\_  FAPR  FPR  RPR  RDR  CMRS  RMR  CLVS  CRI  CRR  CPE

I make application for Membership as a: (CHECK ONE)

- PARTICIPATING MEMBER** .....\$115.00  
Open to anyone engaged in active practice of official or general court reporting by either stenographic or voicewriter method. (Please indicate method above.)
- STUDENT MEMBER** .....\$35.00  
Open to any student of shorthand reporting who is endorsed by a court reporting training program instructor or director.
- RETIRED MEMBER** .....\$45.00  
Open to any participating member in good standing who has retired from the active practice of shorthand reporting.
- ASSOCIATE MEMBER** ..... \$60.00  
Open to the following: teachers of shorthand or shorthand reporting, anyone officially connected with a school or college conducting a shorthand reporting course, any non-member retired from active shorthand reporting, anyone professionally associated with or employed by a member of FCRA whose application is endorsed by a participating member in good standing, and anyone qualifying for Participating membership, but residing outside of Florida.
- VENDOR MEMBER**.....\$125.00  
Open to any firm or corporation engaged in selling products or services to FCRA members.

**PRO BONO:** Are you interested in donating time to the Pro Bono Program?  
 Yes  No

**FLORIDA MANUAL:** The guide to court reporting in Florida — sample forms, guidelines, and rules of court. Cost for members: \$35.00. Subscription to updates: \$10.00.

**MEMBERSHIP DIRECTORY:** Geographical and alphabetical listing of members on disk or via email. Cost to members: \$10.00.

**LEGISLATIVE/LEGAL FUND:** Your dues include only regular monitoring of legislative, regulatory, and administrative activity for things that could adversely affect the court reporting profession. Without member donations to this fund, the Association cannot pursue any legislative/legal activity and may not be able to protect our profession.

The dues year is November 1 through October 31. Annual dues must accompany application. Those joining in August, September, or October of a given year will be paid through October 31 of the following year. Dues payments are deductible by members as an ordinary and necessary business expense. In accordance with Section 6033(e)(2)(A) of the Internal Revenue Code, as amended, members of the FCRA are hereby notified that an estimated 5% of your FCRA dues will be allocated to lobbying and political activities, and therefore are not deductible as a business expense.

I hereby make application for membership in the Florida Court Reporters Association and pledge myself, if accepted, to abide by the requirements of the Bylaws and Code of Professional Responsibility of the Association as they are now and as they may be amended in the future.

My signature below constitutes my consent to receive faxes, email, and other communications from FCRA or on behalf of FCRA.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Sponsor

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Name of Sponsor (Please print or type)

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*(Includes all members who joined as of January 29, 2008)*

## ASSOCIATE MEMBERS

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| Bean, Danielle     | Orlando         | Catherine Phillips |
| Burns, Jennifer    | West Palm Beach | Catherine Phillips |
| Dodds, Beverly     | Orlando         | Bobbie Barrett     |
| Johnson, Jennifer  | Orlando         | Bobbie Barrett     |
| Keene, Carla       | Alpharetta, GA  | Thomas Hughes      |
| MacDowell, Darlene | Ft. Lauderdale  | Catherine Phillips |
| Novak, Carolyn     | Orlando         | Bobbie Barrett     |
| Rakocinski, Judy   | Bonita Springs  | Catherine Phillips |
| Rice, Suesanna     | Lakeland        | Catherine Phillips |
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| Jordan, Stephanie      | Tallahassee       | Catherine Phillips |
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| Lemmone, Jill          | Boca Raton        | Donna Kadosh       |
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| Sutton, Kimberly      | St. Augustine  | Catherine Phillips |
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| Toser, Sonya          | Lakeland       | Catherine Phillips |
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| Weiner, Patricia      | Plantation     | Jennifer Gaul      |
| Whitney, Dayna        | Windermere     | Catherine Phillips |
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| Willis, Maureen       | Port Orange    | Catherine Phillips |
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